



ADMINISTRATIVE ASSISTANT

The Governor's Homeland Security Office is recruiting for an Administrative Assistant. This is a full-time, non-classified position with a salary range of \$30,902 - \$43,305. The position will be located in Carson City, Nevada.

The Administrative Assistant will schedule, organize, coordinate and attend meetings of the Governor's Homeland Security Commission, as well as record and transcribe meeting minutes. This position will provide administrative support for the Governor's Homeland Security Advisor and other office staff with responsibility for planning, organizing and coordinating all office operations, compiling and summarizing information, composing letters and reports, making travel arrangements, maintaining records and files, answering the telephone and greeting visitors.

The position requires applicants to have a minimum of two years, high-level administrative support experience.

Applications/Résumés will be accepted through October 30, 2003.

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